

Work Session

Agenda Item #	8
Meeting Date	February 14, 2005
Prepared By	Barbara B. Matthews
Approved By	

Discussion Item	City Manager's Quarterly Update
Background	The City Manager has historically provided the City Council with a quarterly report and financial update.
Policy	The City Manager provides the City Council with periodic updates on City activities and programs, as well as the City's financial condition.
Fiscal Impact	None
Attachments	General Fund Financial Report Ended Dec. 31, 2004 City Manager's Quarterly Update (Oct. 16, 2004 – Jan. 15, 2005)
Recommendation	For Discussion Only
Special Consideration	

CITY OF TAKOMA PARK
GENERAL FUND
FINANCIAL REPORT
FOR THE SIX MONTHS
ENDED DECEMBER 31, 2004

EXECUTIVE SUMMARY

The General Fund supports the day-to-day activities of the City, such as police protection, street and park maintenance, and general administrative functions. The General Fund's activities are supported primarily from two sources: taxes and utility fees and intergovernmental revenues.

In reviewing this mid-year financial report, I encourage you to keep in mind that certain General Fund revenues are cyclical in nature. For example, property tax receipts and tax duplication payments are received during a certain period of time during the year. Other revenue sources are received on a monthly basis and, as a result, are more evenly distributed throughout the fiscal year.

The largest single source of revenue for the City's general operations is real property taxes. Total collections as of December 31, 2004 totaled \$6,870,060. This represents an increase of approximately \$56,000 over budgeted revenues from this source.

As you may note, receipts from personal property taxes were down about \$76,000 as of December 31, 2004 from the prior year. At this juncture, the variance appears to be attributable to timing differences in receipt of the monies between two fiscal years. Timing differences are also the reason for the variance in police protection (state) revenues.

Highway user revenues were up approximately \$72,000 from the same period last year. The FY05 budget assumed that this source would generate \$355,786. I recently received correspondence from the State Highway Administration reflecting estimated receipts of \$496,539 for the year.

On a comparative basis, it is also important to note the increase in tax duplication payments received from Montgomery County. Revenues from the various duplication payments increased \$412,363 from the prior year.

As you may recall, the Washington Suburban Sanitary Commission provided financial support for the repaving of Maple Avenue. The City received \$72,253 that was not anticipated in the FY05 budget.

Loan proceeds in the amount of \$2,005,000 were received during the first half of the fiscal year. The loan proceeds will be used for the repair of City streets.

General Fund expenditures as of the close of the second quarter totaled \$7,442,007 compared to \$6,343,225 in FY04. The majority of the variance is attributable to personnel-related expenditures, including salaries and fringe benefits.

Like General Fund revenues, not all fund expenditures occur evenly throughout the fiscal year. For example, contributions to the City's two pension plans and payment for worker's compensation insurance are made in December. This can result in "peaks" in expenditures at certain times during the fiscal year.

In summary, General Fund revenues are performing at or above anticipated levels. Additionally, departmental expenditures are trending as expected.

Note: For consistency purposes, this report has been prepared employing the methodology and categories utilized in the City's General Purpose Financial Statements. Certain General Fund revenues, such as loan proceeds and appropriation from the fund balance, are not reflected in the General Purpose Financial Statements as operating revenues. Loan proceeds are reflected in the "Other Financing Sources (Uses)" category while the appropriation from the fund balance is shown as a reduction in the fund balance. The appropriation from the fund balance is not reflected in this report as the amount is determined at year-end, once total revenues and expenditures are known. Also, the FY05 budget includes certain transfers from the General Fund to both the Special Revenue Fund and the Community Center Fund; the budget reflected these items as expenditures. The City's General Purpose Financial Statements classify these transfers as "Operating Transfers Out" rather than expenditures. Consequently, these transfers, totaling \$699,774, are not included in this report.

**GENERAL FUND EXPENDITURES
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2004**

DEPARTMENT:	Budgeted FY 2005	Expenditures To Date	Available Balance	% Unexpended	Prior Year Actual To Date	Change from Prior Year
<u>General Government</u>						
Human Resources	124,025	58,086	65,939	53.17%	0	58,086
Legislative	73,350	28,170	45,180	61.60%	27,533	637
General Management	704,508	458,921	245,587	34.86%	488,452	(29,531)
Finance	537,954	279,803	258,151	47.99%	152,528	127,275
Legal	125,000	79,556	45,444	36.36%	78,845	711
Information Systems	201,612	126,862	74,750	37.08%	110,022	16,840
Total--General Government	1,766,449	1,031,398	735,051	41.61%	857,380	115,932
<u>Public Safety</u>						
Office of the Chief	432,445	256,787	175,658	40.62%	220,123	36,664
Communications	348,645	163,095	185,550	53.22%	156,035	7,060
Operations	2,419,851	1,596,614	823,237	34.02%	1,177,454	419,160
Support Services	573,667	249,812	323,855	56.45%	272,380	(22,568)
Administrative Services	655,839	303,646	352,193	53.70%	236,555	67,091
Total--Public Safety	4,430,447	2,569,954	1,860,493	41.99%	2,062,547	507,407
<u>Public Works</u>						
Office	274,630	155,379	119,251	43.42%	166,794	(11,415)
Building Maintenance	507,028	255,416	251,612	49.62%	198,239	57,177
Equipment Maintenance	411,413	228,439	182,974	44.47%	179,333	49,106
Right of Way	787,820	438,424	349,396	44.35%	345,655	92,769
Solid Waste Management	733,229	374,745	358,484	48.89%	331,839	42,906
Urban Forest	295,744	170,476	125,268	42.36%	138,048	32,428
City Engineer	198,870	71,224	127,646	64.19%	89,108	(17,884)
Total--Public Works	3,208,734	1,694,103	1,514,631	47.20%	1,449,016	245,087
<u>Recreation</u>						
Administration	331,722	179,370	152,352	45.93%	144,783	34,587
Outreach	173,573	61,871	111,702	64.35%	62,936	(1,065)
NH Recreation Center	173,204	93,713	79,491	45.89%	78,325	15,388
Community Programs	73,689	38,880	34,809	47.24%	34,293	4,587
Facilities/Athletic	74,048	15,640	58,408	78.88%	25,910	(10,270)
Camps	78,743	59,824	18,919	24.03%	45,186	14,638
After School Programs	65,351	22,228	43,123	65.99%	17,247	4,981
Community Center	75,064	0	75,064	100.00%	0	0
Total--Recreation	1,045,394	471,526	573,868	54.89%	408,680	62,846
<u>Housing & Comm. Dev.</u>						
Code Enforcement	289,962	135,350	154,612	53.32%	113,329	22,021
Landlord Tenant	116,192	58,233	57,959	49.88%	40,297	17,936
COLTA	82,503	47,740	34,763	42.14%	29,416	18,324
Community Development	234,786	119,782	115,004	48.98%	100,065	19,717
Planning	101,776	41,149	60,627	59.57%	34,641	6,508
Grants Management	96,943	48,684	48,259	49.78%	27,724	20,960
Outreach	0	0	0	n/a	7,111	(7,111)
Affordable Housing	72,445	28,048	44,397	61.28%	35,073	(7,025)
Total--Housing & Comm. Dev.	994,607	478,986	515,621	51.84%	387,656	91,330
Media	326,160	170,267	155,893	47.80%	131,910	38,357
Library	817,766	368,763	449,003	54.91%	290,163	78,600
Debt Service	312,735	80,812	231,923	74.16%	94,522	(13,710)
Non-Departmental	1,217,120	283,512	933,608	76.71%	301,248	(17,736)
Capital Outlay	2,569,000	292,686	2,276,314	88.61%	360,103	(67,417)
Total	16,688,412	7,442,007	9,246,405	55.41%	6,343,225	1,098,782

**GENERAL FUND REVENUES
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2004**

REVENUES BY SOURCE:	Budgeted FY 2005	Actual To Date	Uncollected Revenue	% Collected	Prior Year Actual To Date	Change from Prior Year
<u>Taxes and Utility Fees</u>						
Real Property	6,814,293	6,870,060	(55,767)	100.82%	6,121,713	748,347
Personal Property	380,000	163,827	216,173	43.11%	239,858	(76,031)
RR and Public Utilities	167,805	0	167,805	0.00%	0	0
Penalties and Interest	32,000	5,798	26,202	18.12%	13,138	(7,340)
Admission and Amusement	100	0	100	0.00%	39	(39)
Additions and Abatements	0	(13,618)	13,618	n/a	457	(14,075)
Highway	355,786	185,388	170,398	52.11%	113,590	71,798
Income Tax	1,481,000	486,905	994,095	32.88%	468,371	18,534
Total--Taxes and Utility Fees	9,230,984	7,698,360	1,532,624	83.40%	6,957,166	741,194
Licenses and Permits	46,000	11,360	34,640	24.70%	22,031	(10,671)
Fines and Forfeitures	162,500	86,548	75,952	53.26%	50,533	36,015
Use of Money and Property	123,000	51,225	71,775	41.65%	27,213	24,012
<u>Charges for Services</u>						
Inspection Fees	258,500	(436)	258,936	-0.17%	(5,168)	4,732
Donations	5,000	2,315	2,685	46.30%	10,100	(7,785)
Steve Francis Foundation	0	0	0	n/a	2,500	(2,500)
Public Parking Facilities	54,000	13,817	40,183	25.59%	21,242	(7,425)
Waste Collection & Disposal Charges	85,000	(3,450)	88,450	-4.06%	1,955	(5,405)
Recreation Programs and Services	219,000	112,602	106,398	51.42%	85,824	26,778
Total--Charges for Services	621,500	124,848	496,652	20.09%	116,453	8,395
<u>Intergovernmental Revenues</u>						
Police Protection (State)	388,375	194,072	194,303	49.97%	106,383	87,689
SCCP Grant	3,015	0	3,015	0.00%	305	(305)
Bank Share Tax	5,643	0	5,643	0.00%	0	0
Library Aid	89,674	22,417	67,257	25.00%	21,150	1,267
Police Rebate	495,585	113,453	382,132	22.89%	106,250	7,203
In Lieu of Police	2,061,676	2,061,318	358	99.98%	1,754,320	306,998
In Lieu of Roads Maintenance	339,903	339,903	0	100.00%	250,923	88,980
In Lieu of Parks Maintenance	71,740	71,740	0	100.00%	69,786	1,954
In Lieu of Crossing Guard	121,738	121,738	0	100.00%	107,307	14,431
Revenue Authority--In Lieu of Taxes	22,000	0	22,000	0.00%	5,200	(5,200)
Takoma/Langley Rec. Agreement	100,000	25,000	75,000	25.00%	25,000	0
Hotel Motel Tax	53,000	26,135	26,865	49.31%	24,966	1,169
Cable Franchise Fees	117,220	75,004	42,216	63.99%	84,876	(9,872)
Cable--Operating	57,711	14,500	43,211	25.13%	0	14,500
Total--Intergovernmental Revenues	3,927,280	3,065,280	862,000	78.05%	2,556,466	508,814
<u>Miscellaneous</u>						
Sales of Impounded Equipment	2,000	0	2,000	0.00%	15	(15)
Advertising--Bus Shelters	4,000	0	4,000	0.00%	3,556	(3,556)
Farmer's Market	3,500	0	3,500	0.00%	149	(149)
Other	35,000	13,826	21,174	39.50%	22,897	(9,071)
Telephone Commissions	1,000	84	916	8.40%	452	(368)
Recyclable Sales	1,000	2,861	(1,861)	286.10%	3	2,858
Insurance Claims	1,000	22,866	(21,866)	2286.60%	22,496	370
Mulch Sales	12,000	2,065	9,935	17.21%	4,390	(2,325)
Passport Services	30,000	11,081	18,919	36.94%	13,347	(2,266)
Takoma Langley Crossroads	3,333	0	3,333	0.00%	0	0
Special Trash Pickup	8,000	3,443	4,557	43.04%	3,590	(147)
Sales Tax	0	16	(16)	n/a	143	(127)
WSSC	0	72,253	(72,253)	n/a	74,832	(2,579)
Edinburgh House PILOT	3,500	0	3,500	0.00%	0	0
Total--Miscellaneous	104,333	128,495	(24,162)	123.16%	145,870	(17,375)
Total Operating Revenues	14,215,597	11,166,116	3,049,481	78.55%	9,875,732	1,290,384
Loan Proceeds	2,005,000	2,005,000	0	100.00%	40,000	1,965,000
Total Revenues	16,220,597	13,171,116	3,049,481	81.20%	9,915,732	3,255,384

**CITY MANAGER'S
QUARTERLY UPDATE
OCTOBER 16, 2004 – JANUARY 15, 2005**

Community Outreach by City Manager

- Attended the following neighborhood association meetings: New Hampshire Gardens Citizens' Association, Old Town-Carroll Neighborhood Association, Hillwood Manor Residents' Association
- Met with District of Columbia Councilmember Adrian Fenty to discuss a variety of issues
- Attended General Membership meeting of the Old Takoma Business Association
- Met with the Executive Director and Assistant Executive Director of the Council of Governments
- Served as presenter at the semi-annual meeting of the Takoma/Langley Crossroads Development Authority
- Met with Roylene Roberts, Long Branch Task Force Manager
- Participated in discussions with various officials of the District of Columbia to discuss cross-jurisdictional crime prevention and ways that the two jurisdictions could work more closely together
- Attended meeting of the Transportation and Pedestrian Safety Subcommittee of the Crossroads Commission
- Met with Erwin Mack, Executive Director of the Takoma/Langley Crossroads Development Authority and Jeff Dunckel, Montgomery County Transit Planner-Manager, to discuss transit issues

Administration

- On November 5, the City received a letter from the U.S. Department of Justice relating to our June 18, 2001 Resolution Agreement between the City of Takoma Park and the Department of Justice. The Department of Justice is satisfied that we have complied with the terms of the Resolution Agreement, and all EEO complaints will go through Human Resources. A determination will be made on a case-by-case basis whether or not to seek outside assistance in reviewing a complaint.
- Staff training included supervisory training on performance evaluation and disciplinary processes, as well as the use of the Employee Assistance Program as a management resource. Training was also offered on the upgraded Pentamotion software applications, including the ACTion module.
- Staff provided start-up and on-going support to the Residents' Committee on Tax and Service Duplication Issues Committee. Seven meetings have been held since the Committee's work got underway in November.

Communications

- Events covered for City TV included the Takoma Street Festival, an informational presentation made to Residents' Committee on Tax and Service Duplication Issues, the Martin Luther King, Jr. Day Celebration, and the M-NCPPC meeting regarding the proposed text amendment change related to hospital expansions.

- Episodes of Snapshots produced during the time frame of this report covered the Noise Ordinance, Columbia Union College's 100th Anniversary, the Halloween Parade, the Takoma Park Film Festival, and Community Policing, with a focus on the new Nuisance Abatement Specialist as well as interviews with new police officers.
- Staff continued to edit Folk Festival performances from September. Fifteen Folk Festival shows representing 30 performers and about 25 hours have been released since the Festival was held.
- The Chinese News programming that formerly ran about 18 hours per week is no longer on City TV; we are now running two two-hour slots per week of Chinese language programming.
- As an experiment, the City Newsletter has been posted to the city's website in a PDF format since August. We have received several positive comments from residents about its availability there, and its usefulness as an archive. We plan to make this enhancement a permanent feature of the website. Other changes to the website include an update of the posting software used for police bulletins, Council agendas, employment announcements, pending tree permits, and community center updates. This change makes it easier for staff to post to the website. Several of the aforementioned features offer Real Simple Syndication (RSS) feeds for users, so that visitors to the website are notified when a page changes.

Housing and Community Development

- Progress continues on the Carroll /Laurel Avenue Streetscape Project. Work included the completion of the review of the 95% drawings, preparation and distribution of required easement agreements, providing for the relocation and expansion of the sidewalk, and the solicitation and review of sidewalk artwork proposals. Construction is slated to begin this spring.
- Work progressed on the design and engineering of the proposed Gateway/Wayfinding signage system under the guidance of the advisory committee. Input from the community was solicited using a variety of means of outreach: public forum, website surveys, articles, presentations, and broadcast e-mail.
- The City was awarded a total of \$374,747 in state and federal grant funds for the following projects: National Recreational Trails Program for the Metropolitan Branch Trail (\$29,747); Federal COPS grant (\$100,000); SHA Retrofit Sidewalk Program for Carroll Avenue (\$200,000); and Community Parks and Playground Grant for Toatley Fraser Park (\$45,000).
- Informational materials on the COLTA hearing process and a resource book highlighting affordable housing services were made available to community residents.
- The County has completed its initial round of inspections of the City's multi-family rental facilities and has begun inspections of single-family residences. Departmental staff continues to work with the County regarding the coordination of inspections and other licensing issues.
- Annual rent stabilization reports were distributed and reviewed by departmental staff. Rent surveys were sent to a number of randomly selected properties, with tenants being asked to confirm the amount of rent they pay for their unit. The rents of roughly 3,000 units are covered under the City's Rent Stabilization ordinance.

Library

- The third Takoma Park Film Festival was held November 7 - 14 at the Takoma Theatre. It was sponsored by the Takoma Park Library, Columbia Union College, Takoma Park City TV, the Takoma Theatre Arts Project, and committed volunteers including Councilmember Joy Austin-Lane. Twenty films were shown at five screenings. A Sunday matinee featuring nine student films was especially popular, draw-

ing aspiring filmmakers from as far away as Darnestown. A closing reception to honor filmmakers and supporters was held after the final program on November 14.

- Library program highlights included Halloween storyteller Candace Wolf, native American music and storytelling featuring Tomas Shash and family members from the Atzlan Native American Cultural Arts Center, and our annual Winter Solstice Celebration featuring Bill Jenkins and the Foggy Bottom Morris Men. The Solstice Program, appropriately titled "Bring Back the Light", was relocated to City Hall during the Library's extended power outage. The Friends of the Library funded all programs.

Police

- The department completed its state mandated 18 hours of in-service training for all commissioned officers. The training including ten hours on various uses of force items such as the baton, pepper spray, handcuffing techniques, and leg restraint devices. These devices enhance officer safety, and provide officers more reasonable alternatives in some situations to the use of deadly force. Other training topics included improvised explosive device familiarization, law updates, search and seizure law, domestic violence issues, and helping victims of sexual assault.
- The department acquired two TASER devices, another less lethal weapon alternative. Staff developed and implemented policy and procedures on their use. Two in-house instructors will implement a training program in the coming quarter to get the device, popular with many modern law enforcement agencies, out on the street and routinely available to officers.
- Three recently hired officers completed their Field Training Program. Officers Sean McGarvey, Desiree Palmer, and Derek Fields joined the department.
- The quarter was a busy one for the Community-Oriented Policing (COP) Team.
 - ❑ In October, the Team sponsored programs to deter vehicle theft, showing the Maryland Hot Car (a demonstration unit) at four locations. This effort also included televised news stories on two Spanish language stations and on NBC4, and stories in several English and Spanish language newspapers. Steering wheel locking devices were made available at discounted rates to city residents.
 - ❑ Responding to community concerns after numerous positive rabies tests, Officer Tina Smith (Victor Sector) distributed literature and sponsored an educational community meeting on raccoons and rabies. The plan for a trapping program proved unnecessary when the problem abated in mid-November.
 - ❑ Officer Joe Butler (X-Ray Sector) provided assistance to Hillwood Manor Apartments in the formation of a citizens' association.
 - ❑ Officer Cindy Conrad (William Sector) monitored unprotected cars in the Maple Avenue Corridor and placed property protection warnings on the vehicles.
 - ❑ In relation to youth activities, the Team is leading the Washington Wizards' Kops and Kids program to improve interaction between youth and police, including all officers. Officer Smith spent a day at a city school while Officers Smith and Conrad chaperoned two field trips with Takoma Elementary School. The COP Team also led an effort to provide seniors and families with holiday gifts and foods.
 - ❑ In addition to placing the speed trailer, the Team has worked with patrol officers on focused enforcement at several identified problem locations.

Public Works

- The City Arborist planted 25 trees in the public area at Hancock Avenue and Sheridan Avenue with the help of the Gift of Trees program; an additional 30 trees were planted in the public rights-of-way. With the help of volunteers, the Arborist planted 15 trees in the Circle Woods neighborhood.
- The 2004 Leaf Collection Program was conducted from November 1 through December 10, with supplemental limited collection for residents through the end of December. The department conducted the first in a series of after-action review/planning in late January. Staff is currently conducting leaf removal from parks and gardens throughout the city.
- Staff solicited proposals for the renovation of 7133 Carroll Avenue. All three proposals exceeded the remaining project budget of \$234,000. Departmental staff will be meeting with each contractor to discuss cost reductions to bring the project within budget. The city has notified Montgomery County staff that the project may require additional funding.
- The Historic Preservation Commission approved the lighting proposal developed by the department and supporters of the Thomas Siegler Carriage House. The project would involve the installation of four security lights on both sides of the building that would be motion sensor activated. The lights have been ordered and are scheduled to be installed by the end of February.
- The city addressed three snow events in January and one ice with freezing rain occurrence. In each instance, the department implemented the Snow Removal Annex of the city's Emergency Management Plan. Our crews exceeded the standard that calls for the plowing or treating of at least one lane to asphalt within 12-24 hours past the end of the snowfall in each instance. Crews also cleared at least 25 public sidewalks or other surfaces after each event.

Recreation

- In only its second season, the winter Y.E.S. basketball league expanded to two divisions (JV and Varsity), with more than 80 kids participating in the program. This was formerly a summer only league, but the feedback and response warranted an expansion league. The recreation staff doubled as referees, saving over \$1,300 in contractual costs. The 12-week program is subsidized, with participants paying \$20-25.
- One of the recommendations that came out of the department heads' Diversity Action Plan was to promote collaboration by creating opportunities for city departments to work together on projects. The Recreation, Public Works and Police Departments successfully achieved this goal by offering the Touch a Truck special event in October. Over 250 children accompanied their parents as they sat in, touched, and observed vehicles such as a police cruiser and explorer, trash truck, dump truck, leaf vacuum, back hoe, and bobcat. Following the event, participants were treated to refreshments at the Heffner Community Center where they learned more about recreation programs for tots and the parents they brought along.
- The Washington Wizards tapped into the outreach division and invited area children to attend a holiday party at the MCI Center, which was hosted by a player and the staff. The kids watched a movie, enjoyed hot dogs, popcorn, drinks, and other goodies from the snack bar. In addition, they received a present along with a t-shirt and a picture with a Wizards player. This was an experience that many children never get, and we look forward to future events made possible by the generosity of the Wizards management.
- The partnership between the local VFW and the Takoma Park Recreation Department is alive and well. The city and VFW joined together to put on the third annual Holiday Party at the Takoma Park Recreation Center located on New Hampshire Avenue. The VFW provided the snacks, arts and crafts, and

karaoke. Their members also did the shopping for the holiday presents, which were personalized according to the child's gender and age. The children showed their appreciation by writing thank you cards to the VFW for their help in making the party such a success.

- Between October and January, the Senior club held ten crafts sessions, took eight field trips, participated in two sessions of games, attended one computer training class, and feasted at one senior prepared dinner. All of this was accomplished in cold weather when seniors have many reasons not to leave their homes.